SENIOR POLICE DATA SPECIALIST

DEFINITION

To provide lead direction in the input, retrieval, release and maintenance of law enforcement data in local, state and federal law enforcement automated and manual database systems; and to train and review the work of others.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Police Data Specialist series. Employees within this class are distinguished from the Police Data Specialist by the performance of the full range of duties as assigned including technical or functional supervision of assigned staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Provide lead role in the coding, entering, verifying and retrieving of law enforcement data in local, state and federal automated database systems according to specified procedures and regulations; conduct periodic quality control of document input and ensure procedures are followed.

Lead, assign, train and review the work of assigned staff; train other support staff in work procedure and in the use and capabilities of various computer database systems.

Identify serialized property in crime reports and enter into appropriate computer system.

Review and update data in database system as cases progress.

Determine completeness and accuracy of information in crime reports and associated documentation in relation to data entry system requirements and obtain missing or corrected data from appropriate sources to ensure the quality of information in automated systems.

Research information such as criminal history, stolen property, firearms and missing persons in various computer systems.

May perform duties typical of the Police Department's California Law Enforcement Telecommunications System (CLETS) Agency Terminal Coordinator.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related work as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Laws, rules, and regulations relating to the maintenance, retention and release of law enforcement records.

Principles and practices of assigning work and reviewing the work of others.

Law enforcement and criminal justice system database applications, terminology and proceedings.

English usage, spelling, grammar and punctuation.

Modern office management practices and methods; computer equipment, and computer software applicable to assignment.

Ability to:

Oversee and coordinate the data input and retrieval of law enforcement data.

Interpret rules, policies, procedures, and administrative orders.

Recognize and correct input errors.

Maintain the confidentiality of information as prescribed by law.

Organize, prioritize and coordinate work activities.

Type at a speed of 50 NWPM.

Pass detailed background investigation.

Communicate clearly and concisely, both orally and in writing.

Use initiative and sound independent judgment within established guidelines

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Two years of responsible police data entry and retrieval experience.

Training:
Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write and/or use keyboard to communicate through written means; may lift light weight.

10/2/01
3/9/04 Rev
7/22/05 Rev